

# Preschool Staffing Policy

## Policy Scope

This policy relates to staff working in the Preschool at ACC Hume Ltd.

## Policy

The policy is designed to ensure that staff are appropriately qualified and that the correct ratio is maintained to deliver a quality education program.

## Other Relevant Policies and Material

- Child Safety
- Staff Handbook

## Legislation and Standards

- Education and Care Services National Regulations Part 4.4: Staffing Arrangements.

## Procedure

- The School will appoint the Four Year Old Kinder Teacher as the Educational Leader.
- Classes will not exceed the permitted number according to room and outdoor area regulations. This number is 22.
- The ratio of students in the Four Year Old Kinder and Three Year Old Prekinder will be 1:11 (educator/student).
- Educators will maintain qualifications as prescribed in the Regulations, Part 4.4, Division 4 and 5.
- There will be at least one educator present on the school site that hold current Level 1 and 2, Anaphylaxis and Asthma First Aid training.
- The School will maintain records of staff in accordance with the Regulations, Part 9, Staff and educator record - centre-based services.
- The Responsible Person will be the Supervisor in Charge of the program for that day.
- Volunteers and students on practicums must attend an Induction as prescribed in the Child Safety Policy.
- All staff, volunteers and students on practicums must adhere to the Code of Conduct as stated in the Child Safety Policy.

## Policy Review

January 2019, on change of legislation or at the discretion of the School Board of ACC Hume Ltd.

## Policy Version

1.0